



## STATE SUPPLEMENTAL DOWNTOWN DEVELOPMENT FINANCING PROGRAM APPLICATION – Part II

### Documentation Checklist

- \_\_\_\_\_ The ordinance approving the Development Plan adopted by the governing body of the Municipality, which shall include findings that:
  - \_\_\_\_\_ The Development Area on the whole is a Blighted area or a Conservation area;
  - \_\_\_\_\_ The information supporting the determination that the Development Area is a Blighted or Conservation Area has been independently reviewed by the members of the governing body of the Municipality with due diligence to confirm its accuracy, truthfulness, and completeness;
  - \_\_\_\_\_ The Development Area:
    - \_\_\_\_\_ has not been subject to growth and development through investment by private enterprise and would not reasonably be anticipated to be developed without the implementation of one or more Development Projects and the adoption of local and state development financing;
    - \_\_\_\_\_ includes only those parcels of real property directly and substantially benefited by the proposed Development Plan;
    - \_\_\_\_\_ can be renovated through one or more Development Projects;
    - \_\_\_\_\_ is contiguous (or if noncontiguous areas are included, proof of each area meeting the requirements of 99.918(7)(a) through (g), RSMo);
    - \_\_\_\_\_ does not exceed ten percent (10%) of the entire area of the Municipality;
    - \_\_\_\_\_ does not include any property that is located within the one hundred year flood plain, as designated by the Federal Emergency Management Agency flood delineation maps, unless such property is protected by a structure that is inspected and certified by the United States Army Corps of Engineers; and
    - \_\_\_\_\_ is located in the Central Business District;
- \_\_\_\_\_ The Development Plan conforms to the comprehensive plan for the development of the Municipality as a whole;
- \_\_\_\_\_ The Development Plan does not include the initial development or redevelopment of any gambling establishment; and
- \_\_\_\_\_ A business and residence relocation assistance plan has been developed, if applicable.

- \_\_\_\_\_ Documentation supporting the determination that the Development Area is in the Central Business District (CBD):
  - \_\_\_\_\_ Basis for identification of the "historic core" that is locally known as the "downtown" of a Municipality;
  - \_\_\_\_\_ Show that the CBD is at or near the Historic Core;
  - \_\_\_\_\_ Documentation that at least fifty percent (50%) of existing buildings in the CBD were built more than thirty-five (35) years before the adoption of the ordinance approving the Redevelopment Plan. For vacant lots to count, there must have previously been a building on the lot that was built more than 35 years before the adoption of the Redevelopment Plan; and
  - \_\_\_\_\_ Documentation that the historical land use emphasis of a CBD prior to redevelopment was a mixed use of business, commercial, financial, transportation, government, and multifamily residential uses.
- \_\_\_\_\_ The population and property valuation and taxes for the twenty-year period immediately preceding the area's designation as a Development Area.
- \_\_\_\_\_ The Development Plan, a general description of the program to be undertaken to accomplish Development Project(s) in the Development Area, which must include the following:
  - \_\_\_\_\_ The name, street and mailing address, and phone number of the mayor or chief executive officer of the Municipality;
  - \_\_\_\_\_ Identification of the Development Area (by a map showing the specific boundaries and a legal description);
  - \_\_\_\_\_ A detailed description of the factors that qualify the Development Area as a Blighted or Conservation Area;
  - \_\_\_\_\_ The street address(es) of the Development Project site(s);
  - \_\_\_\_\_ The three-digit North American Industry Classification System number or numbers characterizing the Development Project;
  - \_\_\_\_\_ The estimated Development Project Costs categorized by line items in accordance with the categories contained in section 99.918(11), RSMo;
  - \_\_\_\_\_ The anticipated sources of funds to pay such Development Project Costs;
  - \_\_\_\_\_ Evidence of the commitments to finance such Development Project Costs;
  - \_\_\_\_\_ The anticipated type and term of the sources of funds to pay such Development Project Costs, including the anticipated type and terms of the obligations to be issued;
  - \_\_\_\_\_ The most recent equalized assessed valuation by parcel of all the property within the Development Project Area;
  - \_\_\_\_\_ An estimate as to the equalized assessed valuation after the Development Project Area is developed in accordance with the Development Plan;

- \_\_\_\_\_ The general land uses to apply in the Development Area;
- \_\_\_\_\_ The total number of individuals employed in the Development Project Area, categorized by full-time, part-time, and temporary positions;
- \_\_\_\_\_ The total number of full-time equivalent positions in the Development Project Area;
- \_\_\_\_\_ The current gross wages, state income tax withholdings, and federal income tax withholdings for individuals employed in the Development Project Area;
- \_\_\_\_\_ The total number of individuals employed in this state by the corporate parent of any business benefiting from public expenditures in the Development Project Area, and all subsidiaries thereof, as of December thirty-first of the prior fiscal year, categorized by full-time, part-time, and temporary positions;
- \_\_\_\_\_ The number of New Jobs to be created by any business benefiting from public expenditures in the Development Project Area, categorized by full-time, part-time, and temporary positions;
- \_\_\_\_\_ The average hourly wage to be paid to all current and new employees in the Development Project Area, categorized by full-time, part-time, and temporary positions;
- \_\_\_\_\_ For Development Project Areas located in a metropolitan statistical area, as defined by the federal Office of Management and Budget, the average hourly wage paid to non-managerial employees in this state for the industries to be located in the Development Project Area, as established by the United States Bureau of Labor Statistics;
- \_\_\_\_\_ For Development Project Areas located outside of metropolitan statistical areas, the average weekly wage paid to non-managerial employees in the county for industries to be located in the Development Project Area, as established by the United States Department of Commerce;
- \_\_\_\_\_ A list of other community and economic benefits to result from the Development Project;
- \_\_\_\_\_ A list of all development subsidies that any business benefiting from public expenditures in the Development Area has previously received for the Development Project, and the name of any other granting body from which such subsidies were sought or are being sought;
- \_\_\_\_\_ A list of all other public investments made or to be made by the State or units of local government to support infrastructure or other needs generated by the Development Project for which the funding pursuant to the Act is being sought;
- \_\_\_\_\_ A statement as to whether the Development Project may reduce employment at any other site, within or without of the State, resulting from automation, merger, acquisition, corporate restructuring, relocation, or other business activity;

- \_\_\_\_\_ A statement as to whether or not the Development Project involves the relocation of work from another address and if so, the number of jobs to be relocated and the address from which they are to be relocated;
- \_\_\_\_\_ A list of businesses that are competing with the businesses benefiting from the Development Plan in the county containing the Development Area and in each contiguous county;
- \_\_\_\_\_ A market study for the Development Area; and
- \_\_\_\_\_ A certification by the chief officer of the Applicant as to the accuracy of the Development Plan.
- \_\_\_\_\_ For Kansas City, St. Louis County, St. Louis City, Boone County and any Municipality within Boone County, a certification that the Authority (or Municipality if no Authority is created) will, in connection with the designation of the Development Area, Development Projects, and Development Project Areas, work with local community development corporations, as defined in subsection 3 of section 135.400, RSMo, with a goal that over the term of the Development Plan five percent of the funds generated pursuant to section 99.957, RSMo, will be expended in connection with such projects through the community development revolving fund created pursuant to section 99.939, RSMo.
- \_\_\_\_\_ Municipality's Ordinance Approving the Development Project.
- \_\_\_\_\_ Identification of the Development Project Area (by a map showing the specific boundaries and a legal description).
- \_\_\_\_\_ PILOTS information:
  - \_\_\_\_\_ The estimate of the PILOTS generated in the Development Project Area beginning with the year of adoption of the Development Project by the Municipality and continuing for a total term of twenty-five (25) years;
  - \_\_\_\_\_ The methodologies and the underlying assumptions used in determining the estimate;
  - \_\_\_\_\_ The number of years that the Municipality proposes to direct PILOTS for reimbursement of Development Project Costs (not to exceed 25 years); and
  - \_\_\_\_\_ Proof that 100% of PILOTS will be used each year for reimbursing Development Project Costs.
- \_\_\_\_\_ EATS information:
  - \_\_\_\_\_ The estimate of the EATS generated in the Development Project Area beginning with the year of adoption of the Development Project by the Municipality and continuing for a total term of twenty-five (25) years;
  - \_\_\_\_\_ The methodologies and the underlying assumptions used in determining the estimate;
  - \_\_\_\_\_ The percentage of EATS that the Municipality proposes to direct for reimbursement of Development Project Costs;

- \_\_\_\_\_ The number of years that the Municipality proposes to direct that above-stated percentage of EATS for reimbursement of Development Project Costs (not to exceed 25 years); and
- \_\_\_\_\_ Proof that 50% of EATS will be used each year for reimbursing Development Project Costs.
- \_\_\_\_\_ If the Municipality is proposing that contributions to the Development Project from any private not-for-profit organization be substituted on a dollar for dollar basis for the PILOTS or EATS:
  - \_\_\_\_\_ The amount and terms of such match; and
  - \_\_\_\_\_ The Development Project Costs that will be covered by such match.
- \_\_\_\_\_ If the Municipality is proposing that tax abatement or other public financing sources be substituted on a dollar for dollar basis for the PILOTS or EATS:
  - \_\_\_\_\_ The amount and terms of such match; and
  - \_\_\_\_\_ The Development Project Costs that will be covered by such match.
- \_\_\_\_\_ A cost-benefit analysis showing the economic impact of the Development Plan on the municipality and school districts that are at least partially within the boundaries of the Development Area.
- \_\_\_\_\_ Identification of the Development Project as a community enhancement project or a job creation project and the factors that make it an eligible project, to include the estimated project costs and/or job creation.
- \_\_\_\_\_ The cost-benefit analysis required by section 99.942.3(6), which would include a study of the direct fiscal impact on the state of Missouri prepared by an independent third party. **NOTE:** State costs must include all state funding or incentives related to the Development Project, including non-discretionary tax credits.
- \_\_\_\_\_ The economic feasibility analysis required by section 99.942.3(8) prepared by an independent third party. Must include a pro forma financial statement indicating the return on investment that may be expected without public assistance and the amount of assistance required to bring the return into a range deemed attractive to private investors, which amount shall not exceed the estimated reimbursable project costs. **NOTE:** State and federal incentives such as tax credits or proceeds from the sale of tax credits are not to be considered Developer equity investments in the project.
- \_\_\_\_\_ For all businesses located in the Development Project Area during the Baseline Year:
  - \_\_\_\_\_ Name;
  - \_\_\_\_\_ Address;
  - \_\_\_\_\_ Federal ID number;
  - \_\_\_\_\_ State sales tax ID number (if seeking State Sales Tax Increment);

- \_\_\_\_\_ The amount of State Sales Taxes paid by each business in the Baseline Year (only if seeking State Sales Tax Increment; will be verified by DOR);
- \_\_\_\_\_ The amount of State Withholding Taxes remitted to DOR on behalf of employees in the Development Project Area in the Baseline Year (if seeking State Income Tax Increment - will be verified by DOR); and
- \_\_\_\_\_ The gross payroll for employees in the Development Project Area in the Baseline Year and a breakdown of number of jobs for salary ranges (in increments of \$10,000 per year) for the same period (if seeking State Income Tax Increment).
- \_\_\_\_\_ For all businesses that are not located in the Development Project Area during the Baseline Year but will be located in the Development Project Area during the term of the development financing:
  - \_\_\_\_\_ Name;
  - \_\_\_\_\_ Addresses of all locations of the business throughout the state for the Baseline Year;
  - \_\_\_\_\_ Proposed Address in the Development Project Area;
  - \_\_\_\_\_ Federal ID number;
  - \_\_\_\_\_ State sales tax ID number (if seeking State Sales Tax Increment);
  - \_\_\_\_\_ The amount of State Sales Taxes paid by the business in the Baseline Year at locations statewide (if seeking State Sales Tax Increment - will be verified by DOR);
  - \_\_\_\_\_ The amount of State Withholding Taxes remitted to DOR on behalf of employees statewide in the Baseline Year (if seeking State Income Tax Increment - will be verified by DOR); and
  - \_\_\_\_\_ The gross payroll for employees statewide in the Baseline Year and a breakdown of number of jobs for salary ranges (in increments of \$10,000 per year) for the same period (if seeking State Income Tax Increment).
- \_\_\_\_\_ The type and amount of Other Net New Revenues that the Applicant is requesting.
- \_\_\_\_\_ The time period of state assistance with detailed justification for any request in excess of 15 years.
- \_\_\_\_\_ For requests for State Sales Tax Increment:
  - \_\_\_\_\_ The estimate of the general revenue portion of state sales tax revenues generated in the Development Project Area beginning with the year of adoption of the Development Project by the Municipality and continuing for a total term of twenty-five (25) years;
  - \_\_\_\_\_ The methodologies and the underlying assumptions used in determining the estimate;
  - \_\_\_\_\_ The amounts of the GR portion of state sales tax revenues as set forth above that are attributable to retail sales; and

- \_\_\_\_\_ Documentation that the Municipality or Authority has determined that of the amount attributable to retail sales, all but a de minimis portion is from new sources that did not exist in the state during the Baseline Year, and information to substantiate.
- \_\_\_\_\_ For requests for State Income Tax Increment:
  - \_\_\_\_\_ The estimate of the state income tax revenues generated for salaries or wages paid to new employees in New Jobs at a business located in the Development Project Area and created by the Development Project beginning with the year of adoption of the Development Project by the Municipality and continuing for a total term of twenty-five (25) years; and
  - \_\_\_\_\_ The methodologies and the underlying assumptions used in determining the estimate.
- \_\_\_\_\_ A copy of the proposed development agreement with the Developer.
- \_\_\_\_\_ A description of any real estate to be acquired, used or transferred of in accordance with section 99.936 and the terms and conditions of any such acquisition, use or transfer and whether any property is to be leased or disposed of at less than fair market value.
- \_\_\_\_\_ An affidavit that is signed by the Developer or Developers attesting:
  - \_\_\_\_\_ That the provisions of subdivision (2) of subsection 3 of section 99.942 have been met;
  - \_\_\_\_\_ That the Development Area would not be reasonably anticipated to be developed without the PILOTS, EATS and the appropriation of the Other Net New Revenues; and
  - \_\_\_\_\_ That the Developer will not proceed with the Development Project without the appropriation of Other Net New Revenues. (Narrative describing how this determination was made should be attached, including an analysis of the Developer's return on investment with and without state development funding. The Developer return on investment analysis may use generally accepted methods used by real estate developers, such as internal rate of return analysis assuming a sale of the property at a certain time depending on the nature of the project.)
- \_\_\_\_\_ Copies of all conflict of interest disclosures filed with the clerk of the Municipality.
- \_\_\_\_\_ Copies of the audited financial statements of the Municipality for the previous two (2) years.
- \_\_\_\_\_ A legal opinion addressed to DED and MDFB that the Authority has been duly formed by the Municipality, the commissioners have been duly appointed and that all actions of the Authority in connection with approval of the resolution designating the Development Area and each Development Project Area and approving the Development Plan are valid and enforceable (where a Municipality has created an Authority and empowered it to act under the Act).